



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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## Corrected Shipping Lists Appear in Shipment Boxes

Starting this summer, depository library staff will begin to see corrected shipping lists in their shipping boxes. The Depository Administration Branch will issue these corrected shipping lists as needed to correct shortage information, add or delete titles, and correct other problems that come to light after the shipping list has been typed and distributed.

The corrected shipping lists can be identified by the word "Corrected" following the shipping list number, i.e. 92-0685-P/CORRECTED.

A corrected shipping list supersedes the original.



## 1993 Federal Depository Conference

### Federal Depository Library Program Seminar

Rosslyn Westpark Hotel  
Arlington, VA

April 22, 1993

## GPO CDs Current Service at University of Pittsburgh Libraries

Summary of Remarks  
by M.B. Miller  
Documents Librarian  
University of Pittsburgh

The library system at the University of Pittsburgh has had various levels of automation for its services since the late 1960s. Therefore when GPO offered selection for various electronic products, we selected most series... looking forward to our users getting data from the 1990 Census, and especially access to data only available in government files (i.e., FT series on imports and exports).

We subscribe to various SilverPlatter products, including the GPO Catalog. Following the usual relocations, the CD-ROM terminals are now in our Database Users-Lab and part of the "CD-NET," our in-house network. The CD-NET includes 3 "towers," with 12 titles, using 32 CDs, connected to 9 terminals in the Users-Lab, 1 at the reference desk, and to 6 departmental libraries. This Users-Lab is limited to Pitt users with current IDs, and therefore is not useful for general public access to the GPO depository disks.

Currently 2 public use CD-ROM stations provide access to 33 CD titles, including 12 from GPO. I will not describe the procedures dealing with the 5 basic problems of user access to electronic products. Instead, I will review those points which could be improved by being connected to a LAN network, like the Oakland Library Consortium project. These include easier levels of security against pseudo-hackers on the equipment, multiple-user or files accessing, to dial-in access from researchers using their own in-house statistical programs at their work-stations.

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## Depository Cooperation at the Head of the Lakes: The Twin Ports Government Documents Depository Consortium

### Remarks by

**James J. Vileta**  
**Government Documents Librarian**  
**UMD Library**  
**University of Minnesota, Duluth**



Networking and cooperation have brought great rewards to the Federal depositories of northeastern Minnesota and northwestern Wisconsin. Working together in the Twin Ports Government Documents Depository Consortium, documents librarians have collectively improved reference and interlibrary loan services by jointly improving bibliographic control and collection development. All that was necessary was good will, a recognition of our shared interests and common needs, and hard work.

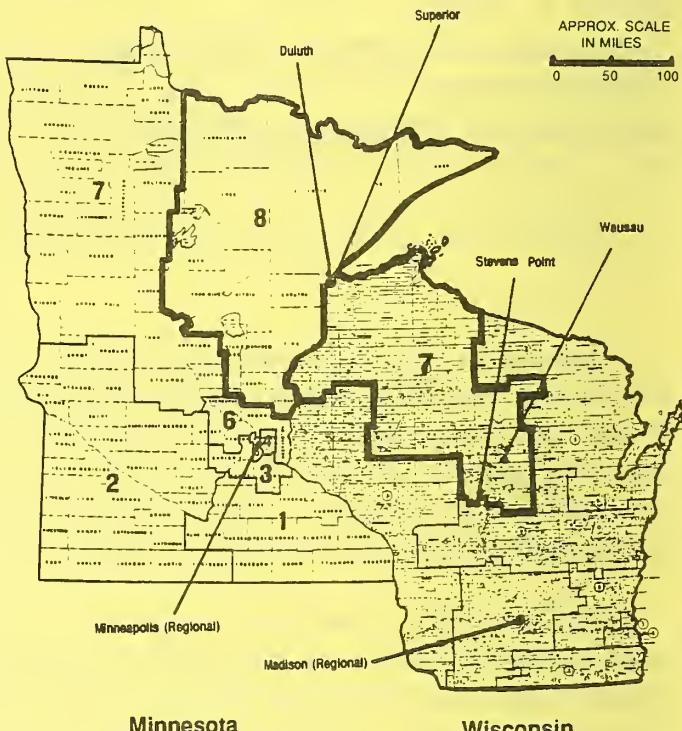
The Twin Ports is the name commonly used to refer to the area comprising the adjacent cities of Duluth, Minnesota, and Superior, Wisconsin. Both cities have docks and harbor facilities supporting water transportation on Lake Superior and the other Great Lakes, and thus their nickname. The Twin Ports is known for its economic diversity in such areas as transportation, forestry, mining, agriculture, medicine, fishing, recreation, tourism, wildlife, water quality, small business, commerce and manufacturing. The two cities are seats of county government, and have regional planning offices, relatively large service sectors, a combined total of six institutions of higher learning, and the largest populations in their congressional districts. It was only natural that the depositories allotted to the Eighth Congressional District of Minnesota and the Seventh Congressional District of Wisconsin would be established and maintained in the Twin Ports. Because the two depositories for each of the districts are located in Duluth and Superior, four depository libraries are in close proximity but are responsible for serving relatively large surrounding areas. (see map)

In each city and congressional district, one of the two depository libraries is a public library, and the other is an academic library. The Superior Public Library (SPL) was the first to be established as a depository in 1908, followed by the Duluth Public Library (DPL) in 1909. The Jim Dan Hill Library at the University of Wisconsin Superior (UWS) became a depository in 1935, and in 1984, after 30 years of effort and a fortunate congressional redistricting, the library at the University of Minnesota, Duluth (UMD) became the fourth and final depository for the area. Each public library serves a different primary clientele and each academic library serves a different institution with distinct curricular needs. Depository collections at each library evolved to meet the reference and research needs of each library and the patrons they serve.

The four depositories share complementary strengths among their documents collections.

DPL, selecting 29% of available item selections, has the oldest collection, with large runs of Federal documents predating its early depository status. DPL serves the documents needs of its general public, the business community, and governmental agencies. UWS, collecting 35%, also has a very large retrospective collection, much of it paper, reflecting the research and teaching demands of its liberal arts curriculum. SPL, collecting 10%, retains most items for five to ten years. It maintains the smallest collection, but nevertheless is geared to meet general public interests, including agricultural documents for area farmers. UMD, collecting 39%, has the newest collection, predominantly microfiche, including item selections to support its strong academic and research programs in geology, medicine, engineering, business, and natural resources.

**Locations of Selective Federal Government Depositories in the Twin Ports Consortium Region**



Among the depository libraries, there was considerable collection duplication. Some of it was justifiable, but some of it was not. More importantly, for many years, this duplication was not even known to the depositories, since they were not actively interacting with each other. Moreover, each of the original three depositories had significant problems with bibliographic control. In spite of their efforts at shelf listing, they had difficulty knowing generally and specifically what was held in their collections. The general reference departments at each of these libraries were at a loss to provide patrons with quick, dependable information about what was held in their respective libraries. In addition, they had no way of knowing what was held in the other area depositories. This was not an unusual situation. Many depositories across the United States maintaining traditional paper shelf lists relating to large retrospective collections had similar difficulties.

By 1985, just one year after the University of Minnesota, Duluth became a depository, computer technology had advanced to the stage where it was affordable even to a government documents department. As a result, although UMD started with a traditional paper shelf list, it soon moved toward developing its own computerized database to check-in, shelf list, and label documents. With only a few thousand depository documents in its new collection, the

UMD depository was able to convert completely to a computerized shelf list. The advantages of a computerized shelf list quickly became apparent to the area librarians who viewed it. They would soon see other ways a computerized database could help them with their collective bibliographic control problems.

In the summer of 1986, Denise Johnson, then documents librarian at the UWS library, suggested that all four depositories meet to get to know each other better. Eager to learn more about the other depository collections in our area, all agreed. Our first meeting took place at the Duluth Public Library. During that productive meeting we began to recognize that we had similar problems and very strong common interests. As a result, we decided to establish a formal organization, or consortium, that would provide mutual support, networking, and cooperation.

*The advantages of a computerized shelf list quickly became apparent to the area librarians who viewed it. They would soon see other ways a computerized database could help them with their collective bibliographic control problems.*

-- J.J. Vileta

After outlining our various problems and needs, it was decided that our first joint project would be the development of an "Area Holdings List" for our depository documents collections. A database that would contain information about each document series held in each library was designed in 1987 at the UMD Library. Remarkable for its time, the database program was one of the first computer programs capable of sorting SuDocs numbers correctly. The database continues to be maintained at the UMD Library and generates a printed holdings list for the consortium-member depositories that contains three sublists: an alphabetical listing by series titles; a numeric listing in Item Number order, and a alpha-numeric listing of SuDocs stems. (See example on next page.)

(Example: Area Holdings List...Item Number Section)

0508-E	Medical Subject Headings- Supplement To Index Medicus UMD Keep current only- HSL Room 21S DPL Keep current only-	HE 20.3612/3-8:
0508-E-01	Abridged Index Medicus DPL 1979- UWS 1986-	HE 20.3612/2:
0508-E-01	Cumulated Abridged Index Medicus DPL 1981- UWS #17-	HE 20.3612/2-2:
0508-F	Bibliographies and Lists of Publications, National Library of Medicine UMD 1985- (HSL- Cataloged) UWS 1987-	HE 20.3614:
0508-F	Bibliography of the History of Medicine UMD #20, 1980/84- (HSL- REF ZWZ 40B582) UWS 1985-	HE 20.3615:

(Example: Area Holdings List...SuDoc Number Section)

HE 20.3609/2:	National Library of Medicine Current Catalog Cumulation Listing (quarterly) UMD 1985- (Science Indexes-Shelf E) DPL 1982-85. UWS Jan 1982-	0508-J
HE 20.3609/3:	National Library of Medicine Current Catalog Annual Cumulation UMD 1965/70- (Science Indexes-Shelf E) DPL 1976-83. UWS 1985-	0508-J
HE 20.3609/3-2:	NLM Catalog UMD **Discontinued 1988** UWS 1984- (MF)	0508-J
HE 20.3609/3-3:	NLM Catalog Supplement (Quarterly) UMD 1985- (MF) **Discontinued 12/88**	0508-J
HE 20.3609/4:	National Library of Medicine Audiovisuals Catalog UMD 1985- (Science Indexes-Shelf E)	0508-H-05

(Example: Area Holdings List...Series Title Section)

Medical Subject Headings- Annotated Alphabetic List	HE 20.3612/3-4:	0508-E
UMD Keep current only- HSL Room 215 DPL Keep current only- UWS 1988-		
Medical Subject Headings- Supplementary Chemical Records	HE 20.3612/3-7:	0508-E
UMD Keep current only- HSL Room 215 DPL Keep current only- UWS 1987-		
Medical Subject Headings- Tree Annotations	HE 20.3612/3-6:	0508-E
UMD Keep current only- (MF) DPL Keep current only-		
Medical Subject Headings- Tree Structures	HE 20.3612/3-5:	0508-E
UMD Keep current only- HSL Room 215 DPL Keep current only-		
Medicare Annual Report UWS 1979-	HE 22.21:	0512-A-16

The publication known as the Area Holdings List was first produced in 1989 after a two year investment of hard work by consortium members inputting documents holding information into the database. It provides us with a quick reference source for finding Federal depository publications. With a bibliographic citation in hand from the Monthly Catalog or other such source, a reference librarian can quickly discern by Item Number or SuDocs stem number, whether or not their library or consortium library has a given title. Today the Area Holdings List is now in its third edition, and it has revolutionized our operations in four major ways:

1. We now have convenient, quick and reliable information about current and retrospective (pre-1975) documents holdings in our four depository libraries.

2. We can now make convenient, quick and reliable referrals for patrons. We can tell them with a high degree of certainty which consortium library to contact to find a particular document.
3. We can make interlibrary loans among members of the consortium, and to other libraries with greater ease. Loans that would have often required five or more days to complete can now be filled in one or two days.
4. We now have the information we need to make better collection development decisions. Discerning what is not held in the area that should be, and quickly locating item selections where there is unnecessary duplication, is no longer a problem.

The Area Holdings List has been distributed to other major libraries in the Twin Ports, and these libraries now have an understanding of what is available in the area. As a result, referrals to our collections have increased.

*The Area Holdings List has been our crowning achievement to date, but each of the area's depositories has reaped many other benefits by working together in a consortium. -- J.J. Vileta*

The Area Holdings List has been our crowning achievement to date, but each of the area's depositories has reaped many other benefits by working together in a consortium. Daily communication between the depositories now takes place. We call each other about such things as shipping lists, missing items, interlibrary loans, and for help with difficult reference questions.

At rotating meetings held at each depository we get to know each library facility better. During these meetings, we get a direct visual understanding of each collection's strengths and capabilities. We share tips, discuss ideas, educate, and motivate each other. Often recent state and national documents meetings and seminars are discussed, and we continue to look for ways to advance our common interests. Where possible, we have issued news releases and articles to publicize our existence and services. At consortium meetings the academic libraries have an opportunity to share GovDoc-L information with the non-Internet public libraries. Together, we are exploring the new CD-ROM technology, and we are sharing expertise to the benefit of the consortium and our patrons.

Our Area Holdings List is still in development. It has proven itself to be a powerful tool and a wise investment. It continues to be an inspiration, forever pointing us toward new and better opportunities to explore and develop. DPL and UWS still have some of their oldest holdings to add to the database. We hope to print a more complete holdings list next year and distribute it to more libraries in our congressional districts. We are looking for ways to improve our visibility and outreach to the relatively vast areas of our congressional districts. We want to survey school as well as academic and public libraries regarding their specific depository needs. We want to hold workshops so other librarians will become more familiar with government documents and be better able to refer patrons to our collections as needed. Perhaps awareness about Federal government publications will inspire more non-depository librarians to purchase additional selected government publications to improve their reference capabilities.

In addition to the Twin Ports Consortium, there are several other networking mechanisms in Minnesota. The Minnesota Library Association's Government Documents Round Table (MLA GODORT) meets periodically to hold informative programs, seminars, and meetings related to documents topics. These are open to all state librarians who work with or who are concerned about local, state and Federal documents. As an information outreach mechanism since 1982, they have been producing an excellent bimonthly newsletter called Doc Soup. The newsletter keeps us informed about upcoming meetings, results of recent meetings, discussions about new technologies, online catalogs, CD-ROMs, and other news affecting the depository system.

In the Twin Cities area of Minneapolis and St. Paul, another networking organization exists called METRODOCS. The group is composed of documents librarians from the Twin Cities and nearby areas, who meet often, know each other well, and provide excellent mutual support.

The Regional Depository Library based in the Wilson Library on the Minneapolis Campus of the University of Minnesota also promotes and provides opportunities for networking. Julia Wallace and her staff have worked closely with the MLA GODORT to hold the Annual Government Publications Information Forums. Over the past six years the forums have brought documents librarians from Minnesota and South Dakota together to take part in meetings and demonstrations that highlight the current issues and relevant concerns of documents librarians. News from national meetings is regularly relayed to librarians who were not able to attend those meetings. These forums are well attended and have been well received by documents librarians.

## DocSoup



Government Documents Round Table, Minnesota Library Association  
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### Chair's Corner

by Vernon Leighton, Winona State University

As depository librarians anxiously await the fallout from GPO's budget problems, we have to think about priorities in terms of access to users. For libraries concerned with a possible forced change to congressional hearings in microfiche, I can speak of the experience at Winona State, where we have received hearings in microfiche since 1984. What I have seen is that format is not as important as access. Paper reports and hearings that are not in the local catalog get far less use than microfiche hearings that are in the catalog.

This observation should not slow your resolve to write your Congressional Representative about the situation. When one looks at the GPO budget in light of the total federal budget, it is minute. Alternatives and questions spring to mind when one thinks about the issue. Why are all the current loose-leaf services not on CD (saving everyone time)? Why is the Monthly Catalog offered in fiche and not CD? The Federal Register?

Govdoc-L, the Internet discussion group, discussed this issue thoroughly. One conclusion I reached after having read the comments is that the depository system is many things to many people. There is no consensus among librarians about the primary role of the system. Some librarians see the primary goal as informing the active citizenry about the state of the laws, regulations and agencies to guide their democratic responsibilities. Other librarians feel that if the government (i.e., the tax payer) pays for the creation and publication of something of worth, then the tax payer ought to have access to it. With declining budgets, we have to think about our role and our priorities, so that when we need to lobby Congress, Congress will hear our position clearly.

### Regionalisms

by Julie Wallace, Regional Librarian, Government Publications Library (GPL), University of Minnesota

After all the discussion about the infamous November 18 letter from the Superintendent of Documents, what questions remain? Well, for one thing, how many of the recommendations will be implemented? The truth is, I don't know. By the time this is printed, the announcement should be on the GPO Bulletin Board, and it will follow in *Administrative Notes*. My understanding is some major sets (DOE and NASA) will probably keep coming to all libraries that select them, but that the bound Serial Set will not. I also understand that all of the voluntary cuts which people identified on the surveys will be implemented. The letter shows that libraries that did not respond to the survey might find their formats changed too - we will see whether that happens.

What about claims? GPO seems to have stopped filling microfiche claims for selectives. In this region, we will take care of your GPO fiche claims through MINTEX. Remember, fiche distributed directly by

In the Twin Ports Consortium, we believe that documents work is one of the most dynamic and challenging areas of librarianship. The Federal Depository Library Program has been in a constant state of flux during the 1980s and 1990s. Policies, procedures, offerings, and formats frequently change. New electronic technologies such as CD-ROMs, electronic bulletin boards, and the Internet are providing us with immense opportunities and challenges. Together, each of the depositories in the consortium is stronger, more efficient, more functional than it was alone. By implementing cooperative collection development practices, we have increased the area's total holdings of documents while decreasing unnecessary duplication. We are improving access and availability, while placing fewer demands on the tight budgets of the GPO. This is truly a WIN-WIN situation! Moreover, we are fortunate to have so much support and cooperation from our peers at both the local and state level. We have benefited greatly by the quality of these contacts, and we are grateful for the depository networking organizations active in Minnesota and Wisconsin.



Members of the Twin Ports Government Documents Depository Consortium. Pictured from left to right: Ann Jenkins, Duluth Public Library; Ella Cross, Jim Dan Hill Public Library at UWS; Doreen Hansen and James Vileta, UMD Library; and Miina Helske, Superior Public Library.



April 23, 1993

**Economic Development in Arizona**  
by Tony Miele and Brenda S. McClurkin

**Remarks presented by Brenda S. McClurkin**  
**Federal Documents Librarian**  
**Department of Library, Archives and Public Records**  
**State of Arizona**

Thank you for the opportunity to talk with you today about the Economic Development Information Centers in Arizona.

To begin, I'd like to tell you a little about my home state of Arizona. Arizona attained statehood in 1912. It is the sixth largest state and is divided into only 15 counties. It takes 8 hours to drive from north to south. From Phoenix, driving time to Yuma is 3 1/2 hours, Flagstaff 2 1/2 hours, and Nogales 4 hours. Only 17% of the land in Arizona is privately owned. The balance is comprised of Federal (Forest Service, BLM, National Park Service, Department of Defense); Indian reservation, and state land. So there is a lot of open space.

73% of the state's population (3.7 million) is located in three metropolitan areas: Phoenix-Mesa (Maricopa and Pinal counties); Tucson (Pima County); and Yuma (Yuma County). Arizona's economy traditionally was described as the 5 c's--cotton, citrus, climate, copper, and cattle. Today, Arizona's economy is led by manufacturing, primarily the electronics industry and Department of Defense contractors, and retail trade and service industries.

*Too many librarians believe that libraries do not have a role in economic development. The glassy-eyed look of disbelief however is soon replaced as people see the connections among information, business development, rising standards of living and library resources.*

-- B.S. McClurkin

My topic, "economic development," is really tailor-made for rural libraries because institutions in less-populated areas tend to play multiple roles in the community. However, after saying that, we do have economic development programs in urban libraries as well.

Too many librarians believe that libraries do not have a role in economic development. The glassy-eyed look of disbelief however is soon replaced as people see the connections among information, business development, rising standards of living and library resources.

I want to tell you what Arizona's small businesses said in a survey about information needs and libraries. I'll give you some background on economic development and tell you about how Arizona's libraries are getting involved in the area and what you can do to become active.

Economic development can be a mysterious, intimidating topic. But fundamentally it is a simple one. Economic development is simply raising people's standard of living or creating wealth. Economic development is any activity which seeks to create wealth, generate rising real incomes, and increase employment. Economic development is not synonymous with growth. The key is rising incomes. According to the Center for the New West, the end result of successful development activity is new hope, increasing wealth and expanding choices--for people, communities, and enterprises.

Economic development has undergone many changes in recent years. Many communities learned the hard way that "smokestack chasing" (going out and recruiting or stealing other communities' employers) was very costly and not very successful. The companies brought in with incentives were likely to move on when better ones were presented.

Economic development practitioners have come to realize that looking outside the community needs to be augmented with looking inside--with fostering businesses already there and starting and nurturing new ones. Most new jobs come from small and medium sized businesses. The focus now has moved further to making communities competitive from a number of standpoints. Now people are working on a three-pronged effort that equally values attraction, retention, and creation. There is now a new emphasis on the underlying factors, or foundation, which are needed to support any economic development. These are:

1. Human resources;
2. Capital availability;
3. Accessibility to technology;
4. Tax and regulatory environment;
5. Physical infrastructure;
6. Information and communications;
7. Quality of life.

Community investments and attention to creating a healthy business climate are now viewed as the best means of promoting economic development and creating a competitive economy.

Arizona is one of many states that began to worry about competitiveness in the 1990's. The boom and bust cycle of many states caught Arizona. The bust was devastating. As a response, the Arizona Enterprise Network (a private business group) joined with the Arizona Department of Commerce, the Arizona Economic Council, the Greater Phoenix Economic Council, and the Greater Tucson Economic Council to fund the Arizona Strategic Planning for Economic Development project, or ASPED.

ASPED was completed with consultant help from SRI International, in Palo Alto, California, Morrison Institute for Public Policy, at Arizona State University, and the Phoenix firm of Landry and Associates. The project included the input of thousands of Arizonans, including many library professionals, and created a strategic plan for Arizona that integrated the needs of ten industry clusters with the support system of seven foundations. The Arizona strategic plan is unusual for its size and scope and cluster concepts, but also because it included libraries.

Clusters are a network of buyers and suppliers in the same kind of business or industry such as aerospace, tourism, and health.

Foundations are the areas such as libraries that support the clusters by providing information and guidance.

One of the recommendations of ASPED was the creation of Economic Development Information Centers in public and academic libraries across the state. Of course, activities in the library community set the stage for this ASPED success story.

*What emerged from the Pre-White House Conference and ASPED was a classic win/win situation for libraries and the community. -- B.S. McClurkin*

The Arizona State Library wanted to take a new direction with the state's Pre-White House Conference on Library and Information Services, held in January, 1991. The state library went to Morrison Institute for a new look at library roles and options. Although many libraries in the state already had successful programs of serving business, Morrison Institute introduced libraries to economic development in the state's Pre-White House Conference. The project focused on economic development as both an area where libraries had a special, unique role to play and opportunities to provide valuable services and where their investments of time and energy would be rewarded in the long term with the creation of a new base of support.

What emerged from the Pre-White House Conference and ASPED was a classic win/win situation for libraries and the community.

A survey of small businesses was conducted by the Morrison Institute in July, 1990, preceding the Arizona Pre-White House Conference.

In-depth interviews were conducted by mail and telephone with 803 small business owners and managers throughout Arizona. In this survey, a small business was defined as a for-profit business, with under 100 employees, which is not a subsidiary or branch of a larger corporation. The overall sampling error was approximately +/- 3.5%.

Out of 17 main sources of information that small businesses rely on, libraries ranked 13th. The number one source was getting information from other people.

## Chart #1

### Main Sources of Information Small Businesses Rely On (Initial Responses)

Response	Percent of interviewees stating this was main source
1. Personal*	46.2
2. Magazines	36.0
3. Newspapers	12.8
4. Manufactures/Suppliers	12.5
5. Organization/Associations	8.6
6. Directories	8.2
7. Neutral**	7.8
8. Schools/Seminars	4.4
9. Government	4.1
10. Miscellaneous	3.8
11. Business Consultants	3.2
12. Trade shows and conventions	2.4
13. Libraries	2.3
14. Broadcast media	1.9
15. Advertising	1.6
16. Computer databases	1.0
17. Financial institutions	0.3

\* Specific responses included: personal business, business colleagues, employees, friends and relatives, clients and customers, personal contacts, word of mouth, mail, flyers, junk mail, and previous owners.

\*\* Indicates a response such as "nothing," "don't know," or "not sure."

Source: Statewide Small Business Study, Morrison Institute for Public Policy, School of Public Affairs, ASU, July 1990

Out of 12 sources for business information, local public libraries ranked 8th; academic libraries ranked 11th; and community colleges ranked 12th. The number one source again was from other people (colleagues).

The type of information sought was basic information to promote and manage their businesses.

## Chart #2

**Small Businesses' Sources and Types of Business Information Used in the Last 12 Months**

Sources	%	Types	%
1. Colleagues	69.9	1. Sales and marketing	44.4
2. Technical journals	60.0	2. Finance	41.8
3. Trade associations	50.0	3. Legal	41.4
4. Business consultants	43.8	4. Employment/government related	41.2
5. Conferences or seminars	42.0	5. Business planning	41.1
6. Government agencies	33.9	6. Employee benefits packages	29.9
7. Chambers of commerce	26.1	7. Product development	25.2
8. Local public libraries	20.6	8. Business expansions	24.9
9. On-line databases	17.2	9. Scientific/technological	19.0
10. University sources, other than a library	10.6	10. Exporting	5.8
11. University libraries	9.7		
12. Community colleges	7.7		

Source: Statewide Small Business Study, Morrison Institute for Public Policy, School of Public Affairs, ASU, July 1990

Another question had to do with what services they knew were available at their library. The majority responded they did not know, therefore they did not use the library. This pointed out the serious need to educate the user.

When asked if they would use a service if it was available in a library in their area, the responses were varied.

## Chart #3

**Question 4 - As far as you know are the following available at a library in your area?**

	Percentages		
	Yes	No	Not Sure
Current business and technical periodicals	54	11	35
Marketing directories	46	12	43
Over the telephone reference services	32	19	49
Online computer database services	20	24	57
Assistance with selling products or services to government	16	28	56
Literacy classes	36	20	44
Customized research services	17	27	55

**Question 5 - Assuming each service is available in a library in your area, how likely is it that you would use each service as a source of business information or assistance?**

	Percentages		
	Likely	Not Likely	Not Sure
Current business and technical periodicals	45	54	2
Marketing directories	38	59	3
Telephone reference services	37	59	4
Online computer database search	29	68	4
Assistance with selling to government	22	74	3
Literacy classes	12	85	3
Customized research services	29	67	4

Economic development professionals were also asked about the kinds of problems they encountered in getting information from all sources. Over two-thirds of those interviewed stated that they did have problems obtaining information. The problems mentioned most often were:

- information is not in a usable form;
- the information has limitations (i.e., info not disaggregated to the local level);
- needed information is not available, especially labor market information;
- the information is not specific; and
- information is not accessible.

More than half of the economic development professionals interviewed said they do use libraries as a resource for business and economic development-related information. Those indicating that they use libraries do so at all levels including local public, county, university, community college and special libraries. For the economic development professionals who said they did not use libraries many stated that they would use libraries if:

- libraries were more convenient;
- the information available at libraries was more current;
- the needed information was available at libraries; and
- information available at libraries was in a more usable format.

## Implications for libraries

The results of the small business survey point out that many of Arizona's small businesses use libraries infrequently, lack knowledge of the information and services available in libraries, and thus show little inclination to use many library services for their business information needs. Libraries of all types across Arizona can play a key role in providing business information related services, but they have a major education and marketing job on their hands.

In an American Library Association survey of 551 U.S. libraries, the top ten business-related services offered by libraries are:

Chart #4

1. Books on business topics
2. Business newspapers/magazines
3. Telephone reference services
4. Business directories
5. Job/career search materials
6. Sources of investment information
7. Corporate annual reports
8. Audio-cassettes on business topics
9. Database searching
10. Programs on business topics

Source: American Library Association

Of a list of 11 services such as creating book lists, job listings, job/career information, providing workshops in the library to foster support for small businesses, and operating a government information center in the library, the two highest services common to all libraries surveyed were participating in community coalitions to further economic development and to have a designated staff liaison to local economic development personnel.

Chart #5

	Percent
● Create and distribute booklists, pathfinders or newsletters that support small business development/entrepreneurship	45
● Provide job listing and/or a listing database	39
● Provide job/career information through workshops in the library or at other sites	35
● Provide workshops in the library or at other sites that foster/ support small business development/entrepreneurship	32
● Provide staff with specialized training to support information services for small business	29
● Participate in community coalitions to further local economic development	26

- Provide information and/or assistance in procuring government contracts 21
- Have designated staff liaison to local economic development personnel 20
- Have staff with specialized training to provide job and career information 20
- Operate a grants information center in the library 18
- Provide interactive computerized career guidance software for public use 14

With this background information I have just given you, I can now tell you about the Arizona Economic Development Information Center (EDIC) libraries.

The concept of having Economic Development Information Centers in libraries throughout Arizona emerged as a recommendation of the Economic Development Library Committee and of the ASPED project and is part of the ASPED statewide strategic plan.

The recommendation has been made a reality and is being championed by the Economic Development Library Committee. This group was initiated as a joint effort between the Arizona Department of Library, Archives and Public Records (state library) and ASPED as a way to include libraries as key players in state and local economic development efforts. The committee includes information specialists from across the state, representatives from the business and economic development communities, and state department of commerce.

While many library professionals in Arizona have served businesses in their communities for some time, establishing Economic Development Information Centers in libraries throughout Arizona has the potential to allow libraries to participate systematically in helping the local economy grow and prosper.

With funding from the state library and assistance from the Morrison Institute for Public Policy, the project is well under way. Twenty-three Arizona libraries (8 of which are Federal depository libraries) from counties across the state are participating in the project. The centers will be in operation by late May of this year. Their resources include:

- a core collection of business and economic development information;
- materials for small businesses and for support of local development;
- access to the ASU economic development database;
- a future gateway to information worldwide through Internet; and
- a staff person familiar with the local economy and community and its unique information needs.

The state library contracted with Morrison Institute to assist the Library Extension Division staff in coordinating the project. Orientation and training for EDIC participants, collection development, compilation of a core collection, organization of a public relations program are the activities being performed. A statewide kick-off is scheduled for late May of this year to officially get the program off and running. Each EDIC will do its thing locally as well.

The core collection was developed by a committee of librarians and economic development specialists working with the Morrison Institute. Their experience in using the materials on a day-to-day basis was invaluable in making hard choices about what and what not to include.

The collection is comprised of both national and Arizona (state, regional, and local) information including: general economic and industry specific statistics, forecasts, and trends; census data; tax and regulatory requirements; cost of living and cost of doing business data; general business practices; financial planning; and employee benefits and compensation. A large number of "how-to" materials, ranging from starting a business to entering foreign markets, are also an important part of the core.

Federal documents are well represented in the core collection. Included are current Arizona census reports; County Business Patterns; County and City Databook; State and Metropolitan Databook, Statistical Abstract; Basic Facts About Trademarks; Basic Facts About Patents; Area Wage Surveys; General Wage Determinations Issued Under the Davis-Bacon Act; U.S. Industrial Outlook; ADA Handbook; and Foreign Consular Offices in the U.S.

The core collection is intended to give participating libraries sufficient resources to serve the information needs of small and medium sized businesses, community and economic development professionals, local government staff, planners, and individual citizens in making decisions important to Arizona's economic future.

Orientation and training sessions have been held. Presenters included an economic development professional who stressed the need and how to contact or establish relationships with economic development professionals, government officials, and the business community. A public relations expert stressed the need to develop a strong public relations and educational program and also showed how to market their services.

LSCA monies are being used to fund the project for the first year and possibly for the second year. A total of \$80,000 was spent for the core collection and \$25,000 for the Morrison Institute contract (a real bargain). All travel expenses for the participants to attend the orientation and training sessions were also paid.

Arizona's Economic Development Information Center program is different because:

- It is large in scope--23 libraries including public, community college, county libraries, as well as the state library are involved.
- It is the result of a process that included library professionals participating,

probably for the first time, with business and government.

- It takes a long term view of the value of serving business and economic development.
- It is supported by the state library, but emphasis is being placed on efforts to increase support across the state.

Economic Development Information Centers in libraries throughout Arizona have the potential to:

- increase the information resources available to small business owners and community and economic development professionals, especially in smaller communities throughout Arizona;
- enhance cooperative relationships among library and community and economic development professionals and, as a result, improve services to the business community;
- allow libraries to participate systematically in helping the local economy grow and prosper;
- provide an opportunity for library staff members to regularly communicate what is available to the business community and economic development professionals;
- and to expand the public's view of the library's role in the community.

The EDIC project is a long term investment for libraries. The project will be different across the state because communities are different and economies are different. Flexibility, support, training and dynamic collections are the key to making this a long term success.

EDIC libraries will continue the networking effort by:

1. Sharing information and ideas with each other by sending them to the state library for routing to site locations.
2. Mentors (partners) from the economic development library committee will be assigned to each site.
3. Updates will be faxed to and from each site and the state library.
4. The state library has developed a newsletter for the group: the "EDIC update."
5. The state library is planning to link all sites electronically through Internet.
6. The state library is also working with the State Data Center to make the EDIC libraries Business and Industry Data Centers (BIDC).

### **What is needed to make the project a success?**

The EDIC will require a long-term investment by the state library and by other existing Arizona library institutions which choose to participate. Since state and local resources are limited, additional support will definitely be needed to make the project a success.

Participating libraries are in the process of leveraging their local resources and soliciting partnerships with the business and economic development communities to support the centers.

The economic development library committee is actively seeking government agencies, economic development organizations, businesses or other information providers who might be interested in getting involved in the project as a whole or working directly with individual EDICs in their communities.

I won't kid you that this is no effort and no sweat. The EDIC libraries are doing a terrific job in difficult times. But we already have some success stories. The Yuma County Library District has an active community advisory group and is getting resources from business people who want everyone to have access to specialized information. Flagstaff Public Library has received a sizable contribution from the Flagstaff/Coconino County Economic Development Council to buy materials needed to expand their collection. In Phoenix, the EDIC libraries are starting to work together to avoid duplication in publicizing the program. Chandler Public Library has established a cooperative program with their local community college. The college is providing business instructors to work scheduled hours in the small business centers at the public library.

EDIC libraries will have an opportunity to be one of the movers and shakers behind a statewide publicity campaign to promote minority and women-owned businesses.

### **Programs in other states**

I have been involved in this program from the very beginning (the White House Conference). I have attended a COSLA meeting where several other states have discussed their activities with similar programs. To our knowledge, Illinois, California, North Carolina, New York, and Nebraska have some sort of economic development program. Also, South Carolina and Virginia are in the planning stages.

### **Why should you get involved in economic development?**

1. It is good for your library.
2. It is good for your employees.
3. It is good for your community.

In addition to the immediate purpose of helping your business community, it will also benefit your library in terms of influence, visibility, networking, and new resources.

## How should you start an EDIC program?

1. Look at your collection and your staff--how would you rate your library's current capability to be involved?
2. Look at who the players are in your area--is it the mayor and town council? Is it the Chamber of Commerce? Is there a vacuum?
3. Understand your local economy--know what is most important and why.
4. Reach out to the economic development community--let them know you are there and you want to help and what you can provide.
5. Get involved in organizations or make sure the library is represented on commissions and boards.
6. The personal touch is crucial here--you'll need to prove your value.
7. Assess the information needs of the business community and design services that make sense for your area.
8. Publicize, publicize, publicize.
9. Find partners with business groups, public agencies or economic development groups.
10. Collect what people want you to collect.
11. Get community people involved with you.

I would argue that in today's climate, libraries must expand their base of support and to see business as an ally. Libraries have a definite role to play in economic development and this is an opportunity to create new opportunities for your libraries.

For more information, contact:

Tony Miele, Director  
Library Extension Division  
Department of Library, Archives and Public Records  
1700 W. Washington, Ste. 241  
Phoenix, AZ 85007



## Depository Library Inspection Schedule, July 1993

**Ohio/Kentucky: Robin Haun-Mohamed**

Tues. 6	Cincinnati . . . . .	U. of Cincinnati, Marx Law Library
Wed. 7	Crestview Hills, KY .	Thomas Moore College Library
Thur. 8	Cincinnati . . . . .	Public Library of Cincinnati
Fri. 9	Highland Heights, KY	Northern KY Library
Mon. 12	Oxford, OH . . . . .	Miami U. Libraries
Tues. 13	Middletown, OH . . .	Miami U., Middletown, Library
Wed. 14	Cincinnati . . . . .	U. of Cincinnati Library
Thur. 15	Cincinnati . . . . .	6th Circuit Court Library

**South Dakota: Greta Boeringer**

Wed. 7	Spearfish . . . . .	Black Hills State U. Library
Thur. 8	Rapid City . . . . .	Rapid City Public Library
Fri. 9	Rapid City . . . . .	SD School of Mines Library
Mon. 12	Pierre . . . . .	SD Supreme Court Library
Tues. 13	Pierre . . . . .	SD State Library
Wed. 14	Aberdeen . . . . .	Northern State College Library
Thur. 15	Brookings . . . . .	SD State U. Library
Fri. 16	Sioux Falls . . . . .	Sioux Falls Public Library
Mon. 19	Vermillion . . . . .	U. of SD Library
Tues. 20	Sioux Falls . . . . .	Augustana College Library

**Rhode Island/Massachusetts: Sheila McGarr**

Wed. 7	Providence, RI . . . .	RI State Library
Thur. 8	Warwick, RI . . . . .	Warwick Public Library
Fri. 9	Waltham, MA . . . . .	Waltham Public Library
Sun. 11	Boston, MA . . . . .	AALL Speech

**New Hampshire: Joe Paskoski**

Tues. 27	Nashua . . . . .	Nashua Public Library
Wed. 28	Henniker . . . . .	New England College Library
Thur. 29	Concord . . . . .	Franklin Pierce College of Law Library
Fri. 30	Concord . . . . .	NH State Library

**August**

Mon. 2	Manchester . . . . .	Manchester City Library
Tues. 3	Manchester . . . . .	Saint Anselm College Library
Wed. 4	Hanover . . . . .	Dartmouth College Library
Thur. 5	Durham . . . . .	U. of NH Library
Fri. 6	Manchester . . . . .	NH College Library



# Contractor-Issued Microfiche Shipping Lists

June 22, 1993

1993-05

Shipping List #	Shipping List Date	Contractor	Contract #
93-0796-M	05-28-93	MICROFORM	354
93-0797-M	05-28-93	MICROFORM	354
93-0798-M	05-28-93	MICROFORM	354
93-0799-M	06-09-93	MICROFORM	354
93-0800-M	06-09-93	MICROFORM	354
93-0801-M	05-17-93	ANACOMP	788
93-0802-M	05-20-93	B&H	789
93-0803-M	05-20-93	B&H	789
93-0804-M	05-20-93	B&H	789
93-0805-M	05-18-93	MICROFORM	613
93-0806-M	06-07-93	MICROFORM	613
93-0807-M	05-20-93	B&H	789
93-0808-M	05-20-93	B&H	789
93-0809-M	06-09-92	MICROFORM	354
93-0810-M	06-14-93	MICROFORM	354
93-0811-M	06-14-93	MICROFORM	354
93-0812-M	05-26-93	B&H	789
93-0813-M	05-26-93	B&H	789
93-0814-M	05-26-93	B&H	789
93-0815-M	06-14-93	MICROFORM	354
93-0816-M	06-21-93	MICROFORM	354
93-0817-M	06-14-93	MICROFORM	613
93-0818-M	06-21-93	MICROFORM	354
93-0819-M	06-21-93	MICROFORM	354
93-0820-M	06-02-93	B&H	789
93-0821-M	06-02-93	B&H	789
93-0822-M	06-02-93	B&H	789
93-0823-M	06-02-93	B&H	789
93-0824-M	06-02-93	B&H	789

# Contractor-Issued Microfiche Shipping Lists

June 22, 1993

1993-05

Shipping List #	Shipping List Date	Contractor	Contract #
93-0825-M	06-02-93	ANACOMP	788
93-0826-M	06-03-93	ANACOMP	788
93-0827-M	06-21-93	MICROFORM	354
93-0828-M	06-25-93	MICROFORM	354
93-0829-M	06-25-93	MICROFORM	354
93-0830-M	06-25-93	MICROFORM	354

# Classification/Cataloging Update

June 22, 1993

1993-08

Item #	Class #	Shipping List #	Title	Change
0074-A-04	A 98.9:AD 9	81-15622-P	Guidelines for Organizing a State or Local Agency Advisory Council	Change class to: A 98.8:AD 9
0084	A 13.2:F 76	93-0523-M	Forested Plant Associations of the Olympic National Forest	Change class to: A 13.2:F 76/95
0084	A 13.2:G 29/5	93-0523-M	Integrated Information Management Program: Geographic Info. System and Admin. Scientific and Tech. Appl. Support. GIS... Report	Change class to: A 13.2:G 29/8
0125-A-03	AC 1.2:AR 5/10	93-0098-P	New Purposes and Priorities for Arms Control	Change class to: AC 1.2:AR 5/11
0128	C 1.2:M 66	93-0312-M	The Domestic Mining and Processing Industries a Strategic Resource	Change class to: C 1.2:M 66/36
0207-C-04	C 55.608:R 31	93-0487-M	Further Guide for the Retrieval of Dopsizsize Distributions in Water Clouds With a Ground-Based Clear-Air-Sensing Doppler Radar	Change class to: C 55.608:R 31/2

# Classification/Cataloging Update

June 22, 1993

1993-08

Item #	Class #	Shipping List #	Title	Change
0250-E-02	C 55.2: 61/2/986	93-0500-M	Proceedings of the Eleventh Annual Climate Diagnostics Workshop, Oct. 14-17, 1986	Change class to: C 55.2: C 61/2/986
0306	D 1.2:W 89	93-0277-P	World War II, A Listing of Resources and Information	Change class to: D 1.2:W 89/2
0323-E	D 101.89: 993/4	93-0317-P	Resource Management, April 1993	Change class to: D 101.89:993/2
0327-J	D 101.22: 550-157/4	92-0554-P	Nigeria, A Country Study 5th Ed.	Change class to: D 101.22:550-157/992
0329	D 101.25: 43-0209	92-0464-P	Color, Marking, and Camouflage Painting of Military Vehicles, Construction Equipment and Materials Handling Equipment, Reprint which includes current pages from change 1.	Change class to: D 101.25: 43-0209/992
0334-B-01	D 103.116: 992/2	93-0277-P	Monthly Bulletin of Lake Levels for the Great Lakes, February 1993	Change class to: D 103.116:993/2
0344-E	D 114.7: B 32/993	93-0297-P	Three Battles: Arnaville, Altuzzo, and Schmidt	Change class to: D 114.17:B 32/993
0344-E	D 114.7: B 32/993/MAPS	93-0297-P	A Portfolio of Maps Extracted from Three Battles: Arnaville, Altuzzo, and Schmidt	Change class to: D 114.17: B 32/993/MAPS
0429-T-14	E 1.35/2: 0189/990/ AMDT.16	93-0131-P	Department of Energy Acquisition Regulation, Amendment 16	Change class to: E 1.6:AC 7/AMDT.16
0431-I-01	EP 1.2: G 28/V.1/SUMM.	93-0555-M	Genesee River Watershed Study, V.1 - Summary	Change class to: EP 1.2: G 28/2/V.1/SUM.
0431-I-01	EP 1.2:G 28/V.2	93-0555-M	Genesee River Watershed Study, V.2 - Special Studies New York State	Change class to: EP 1.2:G 28/2/V.2

# Classification/Cataloging Update

June 22, 1993

1993-08

Item #	Class #	Shipping List #	Title	Change
0431-I-01	EP 1.2:G 28/V.3	93-0555-M	Genesee River Watershed Study, V.3 - Special Studies, Renssalaer Polytechnic Institute - Cornell University	Change class to: EP 1.2:G 28/2/V.3
0431-I-01	EP 1.2:G 28/V.4	93-0555-M	Genesee River Watershed Study, V.4 - Special Studies U.S. Geological Survey	Change class to: EP 1.2:G 28/2/V.4
0431-I-01	EP 1.2:G 91/8	92-0218-P	Chemical Enhancement to Pump-and-Treat Remediation, EPA, Ground Water Issue, January 1992	Change class to: EP 1.2:G 91/14
0431-L-12	EP 1.89/2: 600/4-91/012	93-0025-M	Monitoring and Research Strategy for Forests Environmental Monitoring and Assessment Program (EMAP) Project Summary	Change class to: EP 1.23/5: 600/4-91/012/ SUM.
0447-A-01	HE 23.3002: C 18/12	92-1131-M	Career Pathways for Graduates of Midwestern Gerontology Programs	Change class to: HE 23.3002:C 18/15
0460-A-52	ED 1.116/3:988	88-0641-P	State Higher Education Profiles, FY 1986	Change class to: ED 1.116/3:986
0460-A-52	ED 1.116/3:991	91-0527-P	State Higher Education Profiles, 3rd Ed., FY 1987	Change class to: ED 1.116/3:987
0483-E-01	EP 4.2:ST 2/9	93-0542-M	EPA and the Voluntary Standards Process, U.S. EPA, Dec. 7, 1977	Change class to: EP 4.2:ST 2/11
0499-F-02	HH 20.7102: H 33/3/992	92-0667-P	NIOSH, Health Hazard Evaluation Report, HETA 90-048-2253, Haute Nails, Norman, OK., Sept. 1992	Change class to: HE 20.7102: H 33/15
0507-B-05	HE 20.8102: D 44/17	93-0543-M	Helpful Facts About Depressive Disorders	Change class to: HE 20.8102: D 44/18
0507-P-01	HE 20.3552: EN 8/3	93-0273-P	Environmental Health Perspectives Editorial Policy and Instructions to Authors	Change class to: HE 20.3552:EN 8/4

# Classification/Cataloging Update

June 22, 1993

1993-08

Item #	Class #	Shipping List #	Title	Change
0582	HH 1.2:IN 2/3	93-0279-P	Indian Housing Authority Commissioners Program Awareness Bulletin	Change class to: HH 1.2:IN 2/5
0603-G	I 1.98: C 42/DRAFT	93-0535-M	Draft Cherry Creek Project Report	Change class to: I 1.98: C 42/2/DRAFT
0603-G	I 1.98: D 58/DRAFT	93-0535-M	Draft Dillon Resource Area Guide and Outfitter Management Plan	Change class to: I 1.98: D 58/2/DRAFT
0620-A	I 19.4/9:1081	93-0282-P	Estimated Use of Water in the United States in 1990	Duplicate. Correct class: I 19.4/9:990
0639-F-01	I 28.37/A: C 579/991  I 28.37/A: C 79/991	0639-F-01	Annual Report, CLAYS, 1991. On shipping list 93-0313-P, June 14, 1993, this title was listed twice with 2 different classes.	Change class to: I 28.37/A:C 79/991
0651-B-05	I 29.79/5: Y 3/DRAFT	93-0287-M	Environmental Assessment Reconstruct East Entrance Road. Yellowstone National Park, Wyoming-Montana-Idaho. Draft	Change class to: I 29.79/5: Y 3/3/DRAFT
0726-A	J 21.6/2:199	93-0313-P	Immigration and Naturalization Service, Regulations, Trans. Memo 199, February 26, 1993	Change class to: J 21.6/2: 988/TRANS.199
0740-A	JU 6.8/B:		Slip Opinions	Policy change: The suffix should not include the fiscal year; it should only include the number assigned to the slip opinion: Example:JU 6.8/B:91-1043
0745	L 1.2:T 22	93-0253-P	Teaching the SCANS Competencies	Change class to: L 1.2:T 22/4
0768-B-19	L 2.122/9:OX 2	93-0283-P	Occupational Compensation Survey:Pay Only, Oxford County, ME, Oct. 19, 1992	Change class to: L 2.122/19:OX 2
0769-P	L 2.120/2-3: 92-631	92-0669-P	News. Average Annual Pay by State and Industry 1991	Change class to: L 2.120/2-3:991

# Classification/Cataloging Update

June 22, 1993

1993-08

Item #	Class #	Shipping List #	Title	Change
0830-C-03	NAS 1.74: 001-A(KSC)	93-0252-P	Information Summaries, Wardrobe for Space, July 1989	Duplicate. Correct class: NAS 1.74:033 (JSC)
0850	PR 41.2:P 96	92-0143-P	Public Service Recognition Week, May 4-10, 1992	Change class to: PR 41.8:P 96/992
0851-J	PR 41.8:P 96/993	93-0254-P	How to Celebrate, Public Service Recognition Week, May 3-9, 1993	Change class to: PR 42.8:P 96/993
0901-B	SBA 1.2:P 94/10	93-0260-P	Policy Directive, Small Business Innovation Research (SBIR) Program	Change class to: SBA 1.2:P 94/11
0925	T 1.2:IN 8	93-0485-M	A Recommendation for Integration of the Individual and Corporate Tax Systems, 1992	Change class to: T 1.2:IN 8/19
0982-D-01	TD 8.3:B 47/6	93-0286-P	Bicycle Safety, Message to Parents, Teachers and Motorists, January 1991	Change class to: TD 8.2:B 47/6
0982-G-05	TD 2.2:59/5	92-0245-P	Rock and Mineral Identification for Engineers	Change class to: TD 2.2:R 59/5
1000-B	Y 4.EC 7: SO 8/22	93-0157-P	The Former Soviet Union in Transition, Volume 1	Change class to: Y 4.EC 7: SO 8/22/V.1
1037-B	Y 4.G 74/9: S.PRT.102- 107/PT.2	93-0873-P	102-2 Comm. Print, Supp. to 1992 Organization of Federal Executive Departments and Agencies, PT.2	Change class to: Y 4.G 74/9-10: 992/SUPP.
1037-B	Y 4.G 74/9: S. P.R.T. 103- 26/PT.2	93-0202-P	103-1 Comm. Print, Supp. To 1993 Organization of Federal Executive Departments and Agencies	Change class to: Y 4.G 74/9-10: 993/SUPP.
1037-B	Y 4.G 74/9: S.HRG.103-1081	93-0298-P	102-2 Hearing: Reforming Postal Procurement and Contracting: Eagle Air Hub Example, S.Hrg. 102-1081	Change class to: Y 4.G 74/9: S.HRG.102-1081
1051-D-01	Y 3.IN 8/25: 15/V.16/No.2	93-0315-P	Desenvolvimento de Base, V. 16, No. 2, 1992	Change class to: Y 3.IN 8/25: 15/V.16/NO.2/ PORT.

# Classification/Cataloging Update

June 22, 1993

1993-08

Item #	Class #	Shipping List #	Title	Change
1059-A-01	Y 3.EQ 1.2: F 31/2	93-0113-P	Information for the Federal Sector	Change class to: Y 3.EQ 2:2 F 31/2
1089-A-01	Y 3.ET 3:ST 2	93-0260-P	Standards of Ethical Conduct for Employees of the Executive Branch	Change class to: Y 3.ET 3:2 ST 2 Change item to: 1089-T

## Update to the List of Classes

June 22, 1993

1993-09

Class no.	Item no.	Change/Notice
A 57.9/2:	0122	Soil and Water Conservation News. Discontinued after v. 13, no. 4.
A 92:15	0021-F-05	Farm Labor. Change frequency to 4 times a year.
AE 2.106/3-2:	0572	CFR Index and Finding Aids. Disregard Update to the List of Classes, 1993-06. Item remains 0572.
C 4.		Coast and Geodetic Survey, (1903-1065). Reestablished under The National Ocean Survey as the U.S. Coast and Geodetic Survey. Publications issued by U.S.C.G.S. will be classed under C 55.400:
CC 1.12/2:VOL	0284	FCC Reports: Second Series. The Federal Communications Commission has notified LPS that v. 103 will be the last bound edition issued. Discontinued.
E 7.17/4-2:991	0429-T-25	Electric Plan Cost and Power Production Expenses. (MF) Discontinued after the 1991 issue.
HE 22.8/21:	0512-A-03	Medicare Health Maintenance Organization/Competitive Medical Plan Manual. (MF) Item changed to 0512-A-21.
IA 1.8:	0672-C	Problems of Communism. Discontinued after v. 41, no. 3, May-June 1992.
LC 14.19:	0807-A-01	Major Legislation of the Congress. (MF) Discontinued
LC 14.19:	0807-A-05	CRS Review. (P) Temporarily suspended.
LC 39.14:	0818-G-07	Folklife Annual. Discontinued after the 1990 issue.

# Whatever Happened To . . . ? ? ?

June 22, 1993

1993-05

Class no.	Item no.	Status
D 1.60:21/6	0304-B-01	<b>Program Manager.</b> November-December 1992, v. 21, no. 6. LPS was unable to obtain paper stock for this issue. It will be distributed in microfiche.
D 214:20:22/1	0383-B-01	<b>Fortitudine.</b> v. 22, no. 1, Summer 1992. LPS was unable to obtain paper stock for this issue. It will be distributed in microfiche.
D 301.56/7:2/1	0424-B	<b>Mobility Forum.</b> January - February 1993, v. 2, no. 1. LPS was unable to obtain paper stock for this issue. It will be distributed in microfiche.

## A Guide to Daily Food Choices

Fats, Oils, & Sweets  
USE SPARINGLY

**KEY**  
 Fat (naturally occurring and added)       Sugars (added)

These symbols show that fat and added sugars come mostly from fats, oils, and sweets, but can be part of or added to foods from the other food groups as well.

Milk, Yogurt,  
& Cheese  
Group  
2-3 SERVINGS

Meat, Poultry, Fish,  
Dry Beans, Eggs,  
& Nuts Group  
2-3 SERVINGS

Vegetable  
Group  
3-5 SERVINGS

Fruit  
Group  
2-4 SERVINGS

Bread, Cereal,  
Rice, & Pasta  
Group  
6-11  
SERVINGS

Source: U.S. Department of Agriculture/U.S. Department of Health and Human Services

*Illustrations on this page and p. 32 are taken from Food Facts for Older Adults, U.S. Dept. of Agriculture, 1993. Home and Garden Bulletin no. 251. SuDocs A 1.77:251*

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